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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT & BUDGET
LANSING

MITCH IRWIN
DIRECTOR

October 6, 2003

State of Michigan
Department of Management and Budget
Tenant and Land Services
1st Floor Cass Building
320 S. Walnut Street
Lansing, Michigan 48933

INVITATION TO BID

The State of Michigan (the "State"), Department of Management and Budget ("DMB"), Tenant and Land Services ("TLS"), is seeking proposals for professional real estate services that include tenant representation services, real estate portfolio analysis and services in support of a variety of agency missions.

DMB will be accepting proposals for these services through 5:00 p.m. EST, October 27, 2003, (the "Due Date"). Bidders must submit an original, three photocopies and one electronic copy of their proposal, in Microsoft Word, RTF, or PDF format, on or before the due date. The original and photocopies are to be delivered to the address listed above, to the attention of Mr. Thomas F. Saxton. The electronic version should be sent via e-mail to the attention of Ms. Tracy L. DeClercq at dmb-strategicdev@michigan.gov. Bids received after 5:00 p.m. EST on the Due Date may not be considered valid.

After analysis of the proposals, interviews may be held with the most qualified bidders prior to awarding the contract(s). It is the intention of DMB to award the contract(s) to the most responsive and responsible bidders that offer the best value to the State.

The bid package consists of the following documents available online at <http://www.michigan.gov/dmb>:

1. This Invitation to Bid
2. Request for Proposal
3. Attachments A, B & C

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There will be a mandatory Pre-Bid Conference on October 13, 2003 at 10:00 a.m. The conference will be held in the Auditorium of the Michigan Library and Historical Center, 702 W. Kalamazoo, Lansing, Michigan 48933. Please R.S.V.P. your attendance to dmb-strategicdev@michigan.gov. Bidders who fail to attend will not be eligible to submit a proposal.

Thank you for your interest in this project.

Sincerely,

A handwritten signature in blue ink, reading "Thomas F. Saxton". The signature is written in a cursive style with a large initial 'T'.

Thomas F. Saxton, Director
Tenant and Land Services